

Protocol No. 80

## **EQUIPMENT TRACKING, RETRIEVAL and RESTOCKING**

Revised: 3/2008

### **EQUIPMENT TRACKING AND RETRIEVAL**

In order to prevent significant loss incurred when pre-hospital providers' equipment is left with patients in the Emergency Departments, the following guidelines are adopted.

### **FIELD UNIT RESPONSIBILITY:**

1. **Crews must make a record of and notify the Emergency Department personnel of any equipment that is being left in their possession.**  
Arrangements for retrieval of said equipment should be made as soon as possible by the owner agency.
2. No agencies shall have in their possession or use any equipment belonging to another agency without the permission of the owner agency.

### **HOSPITAL RESPONSIBILITY:**

A reasonable effort will be made to return mobile equipment before the unit leaves the hospital. Equipment left at the hospital will be stored in a designated area for retrieval.

### **RESTOCKING OF MEDICAL SUPPLIES:**

It is the responsibility of each agency to develop a restocking policy.